

State of Alaska
FY2018 Governor's Operating Budget

Department of Transportation/Public Facilities
Contracting and Appeals
Component Budget Summary

Component: Contracting and Appeals

Contribution to Department's Mission

To effectively carry out the Department of Transportation & Public Facilities (DOT&PF) Commissioner's statutory responsibility to procure the planning, design, and construction of public works (including state buildings).

Core Services

- Oversee departmental and customer agency compliance with federal and state laws, regulations, and policies governing construction procurements and contract administration.
- Develop, implement, and maintain policies, procedures, and operational standards that assure all transportation modes, regions, engineering services, highway construction and maintenance groups, and those state agencies with a DOT&PF delegation of construction authority, receive responsive and consistent guidance in the administration of procurements and contracts.
- Delegate and administer statutory construction authority for all executive branch agencies.
- Administer the statewide Construction Contracting Warrant System which trains and certifies individuals on construction procurement requirements.
- Administer the construction contracts protest and claim appeal adjudication process.
- Administer the international and rural airports concession and leasing appeal adjudication process.
- Review and approve request for alternate procurements for the Department of Administration's approval.
- Review and approve procurement waivers for DOT&PF Commissioner approval.
- Review and approve Public Interest Findings.
- Review and approve design/build and Construction Manager/General Contractor requests.
- Review and approve cancellations of solicitations and construction-related Foreign Outsourcing Waivers.
- Adjudicate suspected procurement code violations.
- Prepare and report annually all departments' construction procurements for the legislature.

Major Component Accomplishments in 2016

- Conducted on-line and in-house training for the Construction Warrant Program and Design Build Procurement in Juneau, Anchorage and Fairbanks.
- Expanded the hearing officer pool for construction contract claims and arbitrations to include Administrative Office of Administrative Hearings.

Key Component Challenges

- Increasing employee proficiency in the new statewide accounting and procurement system Integrated Resource Information System, (IRIS).

Significant Changes in Results to be Delivered in FY2018

- No significant changes are anticipated.

Statutory and Regulatory Authority

U.S.C. Title 23
AS Title 02, Aeronautics
AS Title 19, Highways and Ferries
AS Title 35, Public Buildings, Works and Improvements
AS Title 36, Procurement Code
AS Title 44, Applicable Portions
2 AAC 12, Procurement Regulations
81 & 82 AAM Procurement-Alaska Administrative Manual

Delegation from the Department of Administration to the DOT&PF Commissioner

Contact Information
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Contracting and Appeals Personal Services Information				
Authorized Positions			Personal Services Costs	
	<u>FY2017</u> <u>Management</u> <u>Plan</u>	<u>FY2018</u> <u>Governor</u>		
Full-time	2	2	Annual Salaries	196,083
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	108,602
			<i>Less 0.26% Vacancy Factor</i>	(785)
			Lump Sum Premium Pay	0
Totals	2	2	Total Personal Services	303,900

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Chief Contracts Officer	0	0	1	0	1
Procurement Spec IV	0	0	1	0	1
Totals	0	0	2	0	2

Component Detail All Funds
Department of Transportation/Public Facilities

Component: Contracting and Appeals (2355)
RDU: Administration and Support (333)

Non-Formula Component

	FY2016 Actuals	FY2017 Conference Committee	FY2017 Authorized	FY2017 Management Plan	FY2018 Governor	FY2017 Management Plan vs FY2018 Governor	
71000 Personal Services	290.7	291.6	291.6	296.6	303.9	7.3	2.5%
72000 Travel	0.0	12.1	12.1	12.1	7.1	-5.0	-41.3%
73000 Services	12.3	31.6	31.6	26.6	26.6	0.0	0.0%
74000 Commodities	0.6	5.8	5.8	5.8	5.8	0.0	0.0%
75000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Totals	303.6	341.1	341.1	341.1	343.4	2.3	0.7%
Fund Sources:							
1004Gen Fund (UGF)	17.8	17.8	17.8	17.8	18.0	0.2	1.1%
1007I/A Rcpts (Other)	30.9	42.7	42.7	42.7	42.9	0.2	0.5%
1061CIP Rcpts (Other)	254.9	280.6	280.6	280.6	282.5	1.9	0.7%
Unrestricted General (UGF)	17.8	17.8	17.8	17.8	18.0	0.2	1.1%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	285.8	323.3	323.3	323.3	325.4	2.1	0.6%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	2	2	2	2	2	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

Change Record Detail - Multiple Scenarios with Descriptions
Department of Transportation/Public Facilities

Component: Contracting and Appeals (2355)
RDU: Administration and Support (333)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2017 Conference Committee To FY2017 Authorized *****												
FY2017 Conference Committee												
ConfCom		341.1	291.6	12.1	31.6	5.8	0.0	0.0	0.0	2	0	0
1004 Gen Fund		17.8										
1007 I/A Rcpts		42.7										
1061 CIP Rcpts		280.6										
Subtotal		341.1	291.6	12.1	31.6	5.8	0.0	0.0	0.0	2	0	0
***** Changes From FY2017 Authorized To FY2017 Management Plan *****												
Align Authority to Comply with Vacancy Factor Guidelines												
LIT		0.0	5.0	0.0	-5.0	0.0	0.0	0.0	0.0	0	0	0
The Contracting and Appeals component has two employees with no anticipated vacancies. This transfer will allow the component to budget a zero percent vacancy factor.												
Authority is available from the services line due to a planned reduction in spending in order to meet personal services needs.												
Subtotal		341.1	296.6	12.1	26.6	5.8	0.0	0.0	0.0	2	0	0
***** Changes From FY2017 Management Plan To FY2018 Governor *****												
FY2018 Salary and Health Insurance Increases												
SalAdj		0.5	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1061 CIP Rcpts		0.5										
Includes: ACOA COLA, 2.25% per contract ending 6/30/2018; GGU HI increase from \$1346 to \$1389; LTC HI increase from \$1363 to \$1432.: \$0.5												
FY2018 PS Health Ins.: \$0.5												
Align Authority to Comply with Vacancy Factor Guidelines												
LIT		0.0	5.0	-5.0	0.0	0.0	0.0	0.0	0.0	0	0	0
The Contracting and Appeals component has two employees with no anticipated vacancies. This transfer will allow the component to budget a 0% vacancy factor.												
Authority is available from the travel line due to reduction in spending in order to meet personal services needs.												
Supervisory Unit 15 Hour Furlough Contract Terms												
SalAdj		-0.7	-0.7	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-0.1										
1007 I/A Rcpts		-0.1										
1061 CIP Rcpts		-0.5										

Change Record Detail - Multiple Scenarios with Descriptions
Department of Transportation/Public Facilities

Component: Contracting and Appeals (2355)
RDU: Administration and Support (333)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		
										PFT	PPT	NP
Alaska Public Employees Association, supervisory unit, 15 hours of furlough required for each permanent full-time employee in each year from July 1, 2016 to June 30, 2018.												
FY2018 Alaska Care & PSEA Health Insurance Increase												
	SalAdj	2.5	2.5	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		0.3										
1007 I/A Rcpts		0.3										
1061 CIP Rcpts		1.9										
Alaska Care rate increase from \$1346 to \$1555 per month for APEA members. \$2.5												
Totals		343.4	303.9	7.1	26.6	5.8	0.0	0.0	0.0	2	0	0

Personal Services Expenditure Detail
Department of Transportation/Public Facilities

Scenario: FY2018 Governor (13956)
Component: Contracting and Appeals (2355)
RDU: Administration and Support (333)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
18-7189	Chief Contracts Officer	FT	A	SS	Juneau	205	23K / L	12.0		111,891	0	0	60,469	172,360	18,063
25-0184	Procurement Spec IV	FT	A	GP	Juneau	205	20G	12.0		84,192	0	0	48,133	132,325	0
													Total Salary Costs:	196,083	
													Total COLA:	0	
													Total Premium Pay::	0	
													Total Benefits:	108,602	
													Total Pre-Vacancy:	304,685	
													Minus Vacancy Adjustment of 0.26%:	(785)	
													Total Post-Vacancy:	303,900	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	303,900	
Total Component Months:		24.0													

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	18,063	18,017	5.93%
1007 Interagency Receipts	24,423	24,360	8.02%
1039 U/A Indirect Cost Recovery	262,181	261,506	86.05%
Total PCN Funding:	304,668	303,883	100.00%

Note: If a position is split, an asterisk (*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (**) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

Line Item Detail (1676)
Department of Transportation/Public Facilities
Travel

Component: Contracting and Appeals (2355)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
2000	Travel		0.0	12.1	7.1
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
2000 Travel Detail Totals			0.0	12.1	7.1
2000	In-State Employee Travel	Instate travel for hearings, coordination and administration.	0.0	9.1	4.1
2002	Out of State Employee Travel	Out of state travel for hearings, coordination and administration.	0.0	3.0	3.0

Line Item Detail (1676)
Department of Transportation/Public Facilities
Services

Component: Contracting and Appeals (2355)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3000	Services		12.3	26.6	26.6
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3000 Services Detail Totals			12.3	26.6	26.6
3000	Education Services	Employee training.	0.0	1.0	1.0
3003	Information Technology	All information technology (IT) contractual costs such as software licensing, software maintenance, IT training, IT consulting, and IT equipment leases. Includes Microsoft Enterprise Agreement.	0.5	1.0	1.0
3004	Telecommunications	Long distance, internet, data, network usage and cellular phone charges.	0.5	0.9	0.9
3010	Equipment/Machinery	Information technology equipment/supplies, printer and monitor upgrades.	0.4	0.8	0.8
3011	Other Services	Processing fees charged by the State Travel Office.	0.1	0.4	0.4
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide Computer services provided by the Department of Administration, Enterprise Technology Services, such as central server, data storage, printing, network services, open connect, and task order system.	0.8	1.5	1.5
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide Telecommunications services provided by the Department of Administration, Enterprise Technology Services, such as basic telephone services, equipment and features, dedicated voice/data line service, statewide paging, two-way	1.8	2.5	2.5

Line Item Detail (1676)
Department of Transportation/Public Facilities
Services

Component: Contracting and Appeals (2355)

Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor	
3000 Services Detail Totals			12.3	26.6	26.6	
		radio, and video conferencing.				
3021	Inter-Agency Mail	Admin - Department-wide	Chargeback fees for central mail services such as mailing vendor payments and payroll warrants.	0.1	0.2	0.2
3022	Inter-Agency Human Resources	Admin - Department-wide	Chargeback fees for human resource services such as labor relations, position classification and payroll processing.	0.0	0.3	0.3
3024	Inter-Agency Legal	Law - Department-wide	Legal services provided by the Department of Law.	1.7	1.0	1.0
3027	Inter-Agency Financial	Admin - Department-wide	Chargeback fees for AKPAY/IRIS/ALDER.	0.1	0.3	0.3
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide	Chargeback fees for the statewide coordinator for the Americans with Disabilities Act (ADA).	0.0	0.3	0.3
3029	Inter-Agency Education/Training	Admin - Department-wide	Training provided by the Department of Administration, Division of Finance.	0.0	0.5	0.5
3031	Inter-Agency Construction	Trans - Statewide Public Facilities (2882)	Engineering support provided by Statewide Public Facilities for the Sister Agency Delegation of Construction Authority program.	6.3	15.9	15.9

Line Item Detail (1676)
Department of Transportation/Public Facilities
Commodities

Component: Contracting and Appeals (2355)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
4000	Commodities		0.6	5.8	5.8
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
4000 Commodities Detail Totals			0.6	5.8	5.8
4000	Business	General office supplies and commodities.	0.0	5.2	5.2
4000	Business	Subscription to Construction Claims Monthly.	0.6	0.6	0.6

Revenue Detail (1681)
Department of Transportation/Public Facilities

Component: Contracting and Appeals (2355)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
5007 I/A Rcpts (1007 I/A Rcpts)			33.6	42.7	42.9
5301 Inter-Agency Receipts		Sister Agency Delegation of Construction Authority receipts in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	0.0	42.7	42.9
5301 Inter-Agency Receipts	Admin - Department-wide	Sister Agency Delegation of Construction Authority receipts in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	4.5	0.0	0.0
5301 Inter-Agency Receipts	Correct - Department-wide	Sister Agency Delegation of Construction Authority receipts in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	3.6	0.0	0.0
5301 Inter-Agency Receipts	E&ED - Department-wide	Sister Agency Delegation of Construction Authority receipts in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	1.7	0.0	0.0
5301 Inter-Agency Receipts	EnvCon - Department-wide	Sister Agency Delegation of Construction Authority receipts in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	1.9	0.0	0.0
5301 Inter-Agency Receipts	FishGm - Department-wide	Sister Agency Delegation of Construction Authority receipts in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	3.0	0.0	0.0
5301 Inter-Agency Receipts	H&SS - Department-wide	Sister Agency Delegation of Construction Authority receipts in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	4.7	0.0	0.0

Revenue Detail (1681)
Department of Transportation/Public Facilities

Component: Contracting and Appeals (2355)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
5301 Inter-Agency Receipts	Labor - Department-wide	Sister Agency Delegation of Construction Authority receipts in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	2.0	0.0	0.0
5301 Inter-Agency Receipts	M&VA - Department-wide	Sister Agency Delegation of Construction Authority receipts in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	3.0	0.0	0.0
5301 Inter-Agency Receipts	NatRes - Department-wide	Sister Agency Delegation of Construction Authority receipts in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	7.2	0.0	0.0
5301 Inter-Agency Receipts	PubSaf - Department-wide	Sister Agency Delegation of Construction Authority receipts in accordance with the applicable provisions of AS 36.30.015 and 2 AAC 12.740.	2.0	0.0	0.0
5061 CIP Rcpts (1061 CIP Rcpts)			255.1	280.6	282.5
5351 Capital Improvement Project Inter-Agency		Recovery of indirect costs from the capital budget via the department's Indirect Cost Allocation Plan (ICAP).	255.1	280.6	282.5

Inter-Agency Services (1682)
Department of Transportation/Public Facilities

Component: Contracting and Appeals (2355)

	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
Component Totals	10.8	22.5	22.5
With Department of Administration	2.8	5.6	5.6
With Department of Law	1.7	1.0	1.0
With Department of Transportation/Public Facilities	6.3	15.9	15.9

Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3017 Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide	Computer services provided by the Department of Administration, Enterprise Technology Services, such as central server, data storage, printing, network services, open connect, and task order system.	0.8	1.5	1.5
3018 Inter-Agency Information Technology Telecommunications	Admin - Department-wide	Telecommunications services provided by the Department of Administration, Enterprise Technology Services, such as basic telephone services, equipment and features, dedicated voice/data line service, statewide paging, two-way radio, and video conferencing.	1.8	2.5	2.5
3021 Inter-Agency Mail	Admin - Department-wide	Chargeback fees for central mail services such as mailing vendor payments and payroll warrants.	0.1	0.2	0.2
3022 Inter-Agency Human Resources	Admin - Department-wide	Chargeback fees for human resource services such as labor relations, position classification and payroll processing.	0.0	0.3	0.3
3024 Inter-Agency Legal	Law - Department-wide	Legal services provided by the Department of Law.	1.7	1.0	1.0
3027 Inter-Agency Financial	Admin - Department-wide	Chargeback fees for AKPAY/IRIS/ALDER.	0.1	0.3	0.3
3028 Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide	Chargeback fees for the statewide coordinator for the Americans with	0.0	0.3	0.3

Inter-Agency Services (1682)
Department of Transportation/Public Facilities

Component: Contracting and Appeals (2355)

Object Class		Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3029	Inter-Agency Education/Training	Admin - Department-wide	Disabilities Act (ADA). Training provided by the Department of Administration, Division of Finance.	0.0	0.5	0.5
3031	Inter-Agency Construction	Trans - Statewide Public Facilities (2882)	Engineering support provided by Statewide Public Facilities for the Sister Agency Delegation of Construction Authority program.	6.3	15.9	15.9